

Application for
RECORDS DISPOSITION STANDARD

1. Application Date 12-5-72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-V-3		Date Received FEB 28 1973	Application No. 73-142 Date Completed 3-12-73
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Vocational Rehabilitation 47 Trinity Ave. S.W. Atlanta, Georgia		4. Person to Contact Mr. Douglas M. Haire	5. Working Title R.M.O.
		6. Tel. No. 656-4976	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1965 - date	9. Exact Series Title Vocational Rehabilitation Case Service Record File
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10. What is the function of the office in which this record series is created?
- A. Vocational Rehabilitation Office is responsible for providing rehabilitation services to the handicapped people within a geographic area of the state. This includes but is not limited to: identification of client and clients handicapping problem; assessment of clients' problems and potentials; development of rehabilitation plan, provision of services for re-habilitation; measuring the clients progress; accountability of services rendered and justification of closure of case.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to case histories in vocational rehabilitation.

Included are: papers identifying client; identification of client's problems; assessments of vocational, medical and social factors; establishment of eligibility for rehabilitation service; development of rehabilitation plans; documentation of case progress; and justification for closure of case.

The file is arranged alphabetically by case.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	3,770	6,305.00		60	900
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling?
By state statute [X] []
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed?
Only after case has been closed, could function be performed [] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [X] []
- Federal Manual on Policy (Chapter 9; Section 3)
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [X] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)
Chapter 9, Section 3 Federal Manual on Policy
(See attached)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [X] OTHER see below, then:

Upon closure of a case in accordance with Chapter 9, Section 3 of the Federal Vocational Rehabilitation Manual, place all papers in the inactive file; then cut off the inactive file at the end of each fiscal year; then transfer to the State Records Center or Local Holding Area (whichever is nearer); then hold 3 years; then destroy. Except that 1 cu. ft. of each years accumulation from each Rehabilitation center will be retired annually to the State Archives. (This is retroactive to 1965.)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
<i>Douglas M. Hare</i>		2-28-73	<i>Robert B. Hare</i>		2-28-73
26. Recommendations in paragraph 25 are:		Agency Head/Designee [] Approved [] Disapproved	<i>William M. Hare</i>		3-12-73
		State Auditor/Designee [X] Approved [] Disapproved	<i>Carroll Hare</i>		3-12-73
STATE RECORDS COMMITTEE		Secretary of State/Designee [X] Approved [] Disapproved	<i>H. M. Hare</i>		3-12-73
		Attorney General/Designee [X] Approved [] Disapproved			